



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	SENIOR GIS ANALYST
3	<b>Posting Number</b>	PN#110350
4	<b>Department</b>	FINANCE & ADMINISTRATION
5	<b>Division</b>	Emergency Management
6	<b>Section</b>	
7	<b>Reporting Location</b>	5320 N. Shepherd Dr.
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
<div>*Subject to change</div>		
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Manages GIS projects determining scope, schedules and resource requirements. Communicates with clients to resolve problems and performs quality control. Designs and implements user-oriented databases, application programs and documentation. Researches, develops, implements and maintains data layers. Consults with users and other Geographic Information Systems to facilitate data sharing and resolve data acquisition issues. Consults with users to determine GIS needs. Identifies applications, data requirements and sources, hardware and software requirements. Develops and implements data topology methods and procedures. Produce maps, reports and analyses, using GIS and various database software. Researches and evaluates source data using routine methods. Converts data from one software platform to another. Geocodes data files; enters, corrects and modifies data. Provides technical training and support to staff and users. Makes project presentations to users and staff. Maintains an awareness of industry news and developments relating to emergency management. ALL OFFICE OF EMERGENCY MANAGEMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENT AND SCHEDULING.	
10	<b><u>WORKING CONDITIONS</u></b> Performing these duties involve being available by pager and/or cellular phone; operating a city vehicle; dealing with people in tense situations. May be required to lift up to thirty- (30) pounds. Must be willing and available to work all shifts, weekends and holidays.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two years of professional experience working with a comprehensive geographic information system are required. Professional experience working with a comprehensive geographic information system may be substituted for the degree requirement on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Requires a valid Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Documented experience with ArcGIS (ArcView Level), ArcIMS, and ArcSDE; basic knowledge of HAZUS and ArcPAD. Familiar with the National Incident Management System and basic Emergency Management principles.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div><div>Salary Range - Pay Grade 24</div><div>\$1,419.00 - \$2,048.00 Biweekly\$37,036.00 - \$53,453.00 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	May 10, 2006
19	<b><u>CLOSING DATE</u></b>	May 16, 2006
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> floor. For application status, please call 713-837-9249. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <b>If assistance is needed, our TDD phone number is (713) 837-9471.</b>	
An equal opportunity employer		